

CITY OF LINCOLN

FIRE CAPTAIN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Fire Captain classification exists to uphold the City and Department's stated mission, goals, and values. Incumbents in this position are required to perform skilled emergency service work, supervise personnel on a Fire Company, or can be assigned to an administrative position. Work at this classification differs from that of their subordinates by the ongoing performance of supervisory and administrative work.

DISTINGUISHING CHARACTERISTICS:

The capability of motivating, supervising, training, and evaluating subordinate-level employees is a significant element of this position. A Fire Captain must be able to use good judgment in their decision making process often under difficult circumstances. The ability to operate effectively within a team structure is critical. Fire Captains will be capable of prioritizing, scheduling, and completing tasks associated with non-emergency response activities. The capability of performing duties during various emergency operations is essential. Fire Captains must be able work for extended periods of time at emergency incidents that may involve physical exertion often under adverse environmental conditions.

CLASSIFICATION RESPONSIBILITIES:

A Fire Captain directs and supervises the activities of assigned fire department personnel typically on a Fire Company and has the responsibility for their safety. Emergency operations responsibilities include: directing the route to be taken to emergency calls; assigning, directing, and supervising firefighting, medical emergencies, and other related life and property protection; implementing and/or integrating into an incident management system; making decisions regarding methods to be used in emergency operations; deploying and managing personnel; and ensuring the safe operation of fire equipment and apparatus. Non-emergency responsibilities include: training; participating in public education, community relations, and fire prevention programs and activities; and administrative functions at the Fire Company level. Fire Captains may also be assigned to administrative assignments which involve working a 40-hour work week. This differs from a Fire Captain assigned to platoon duty on a Fire Company which typically works a 56-hour work week. Fire Captains may be temporarily assigned to work as a Battalion Chief. This class is also responsible for performing other related duties as required. This class is FLSA nonexempt.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Be an advocate for the mission statement, core values, and goals of the City of Lincoln and the Lincoln Fire Department.
- Ensures compliance with the Fire Department rules, policies, and procedures and evaluates their effectiveness.
- Communicates with management, peers, subordinates, and other City employees to assign and coordinate daily routines, emergency scene tasks, evaluate performance, and establish and maintain effective working relationships.
- Communicates and establishes positive working relationships with the general public in order to deliver service of all types including conducting business inspections, participating in school programs, delivering emergency medical care, answering questions, and assessing customer needs.
- Assist with the professional development needs of subordinates and provide guidance with frequent and timely feedback in helping meet their individual career goals.
- Instructs others in subjects including fire safety, fire prevention, firefighting, emergency medical services (EMS), and public safety training classes.
- Produces written and electronic documents such as memos, repair orders, fire and EMS reports recording technical and legal matters, and other forms of communication as required proposing improvements, evaluating performance, and documenting outcomes.
- Monitors and responds appropriately to radio traffic.
- Communicates with the Fire Dispatch, Fire Department personnel, and other agencies in performing emergency scene operations including formulating and transmitting on-scene reports, resource requests, coordination of resources, and routine radio traffic.

FIRE CAPTAIN

Page 2

- Supervises fire personnel during emergency response, equipment testing and maintenance, station maintenance, fire prevention, public education, pre-planning and inspections.
- Responds to emergencies and non-emergency calls for service as required.
- Establishing and assuming command as required.
- Assists in the development, coordination, implementation, and evaluation of departmental programs.
- Enforces pertinent codes, laws, and City ordinances in carrying out the responsibilities of the position.
- Assists in the development of the annual budget and exercises prudent resource management.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is received from a Battalion Chief or the Fire Chief. A Fire Captain is responsible for overall company performance and must exercise independent judgment. Performance is reviewed regularly and is based on individual as well as company performance. A Fire Captain may exercise direct and/or indirect supervision over civilian and volunteer fire personnel.

PHYSICAL:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires: sitting, twisting and reaching for equipment; perform various tasks that require standing, walking, bending, stooping, squatting, climbing, kneeling, simple and power grasping, pushing, pulling, and fine manipulation; wear appropriate personal protective equipment; perform physical activities of a strenuous nature; see and hear with sufficient acuity; may lift heavy objects, especially when responding to or operating at emergency situations or incidents.

ENVIRONMENTAL WORKING CONDITIONS:

The work environments described here are representative of those an employee may encounter while performing the essential functions of this job. Positions requires: working indoors and outdoors; traveling in a vehicle to emergency situations or other calls for service at anytime of day; may be exposed to atmospheres that may be immediately dangerous to life and health (IDLH) including dust, noise, smoke, fumes, gases, oil, grease, constant equipment vibration, machinery with moving parts, moving objects and other vehicles, wet and slippery surfaces; working unusual and prolonged schedules during emergencies in all weather conditions including extreme temperatures.

QUALIFICATIONS/REQUIREMENTS for Out of Class / Acting Captain Eligibility: *(The following are minimal qualifications necessary for entry into the classification.)*

Education:

- A high school diploma or GED equivalent.
- 30 units from an accredited college are required at the time of application for Out of Class eligibility.

Experience:

- 5 yrs. of increasingly responsible full-time experience in an organized fire department.
- A minimum of (1) year verifiable experience working full-time as an Engineer/Driver Operator in an organized fire department.

License/Certificate:

- State of California Certified Firefighter I & II or equivalent.
- Possession of a valid State of California Class B operator's license or Class C operator's license with Firefighters endorsement.
- Possession of a valid EMT I and CPR cards.
- Course work completion of the following: California State Fire Officer (pre December 2016) or California State Company Officer (post December 2016).

Fire Officer

Fire Management 1
Command 1A
Command 1B
Command 1C

Company Officer

Company Officer 2A HR Management
Company Officer 2D All-Risk Command Operations
Company Officer 2E Wildland Incident Operations

- Completion of (Lincoln) Fire Captain task book within 24 months of Out of Class eligibility

FIRE CAPTAIN

Page 3

QUALIFICATIONS / REQUIREMENTS for Fire Captain Promotion: *(The following are minimal qualifications necessary for entry into the classification.)*

Education:

- A high school diploma or GED equivalent.
- An Associate's degree from an accredited college with major course work in fire science or a closely related field.

Experience:

- 5 yrs. of increasingly responsible full-time experience in an organized fire department.
- A minimum of (1) year verifiable experience working full-time as an Engineer/Driver Operator in an organized fire department.

License/Certificate:

- State of California Certified Firefighter I & II or equivalent.
- Possession of a valid State of California Class B operator's license or Class C operator's license with Firefighters endorsement.
- Possession of a valid EMT I and CPR cards.
- All coursework completed with certification as State Fire Officer (prior to December 2016)
- Completion of (Lincoln Fire Captain task book within 12 months of appointment.

or

- All course work completed for State Company Officer (post December 2016).
- Completion of State Fire Training Company Officer Task Book within 24 Months following appointment (required by State Fire for certification as Company Officer).
- Completion of (Lincoln) Fire Captain task book within 12 months of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of modern municipal fire administration including incident command strategy and tactics, fire prevention, investigation, and suppression management.
- Basic principles and practices of program and budget development, administration and evaluation including purchasing fire equipment.
- Code enforcement of applicable federal, state and local laws, codes and regulations including Fire and Building codes.
- Department rules, regulations, policies and procedures.
- Effective supervisory practices including methods and techniques of effective leadership, team building, scheduling work assignments, and project management.
- Methods and techniques of motivation, training and principles of vocational instruction relative to fire personnel.
- City streets, public assemblage buildings, location of commercial/industrial occupancies operating under hazardous material licenses in the City of Lincoln.
- Standard office procedures, practices and equipment; modern office equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.

Ability to:

- Effectively plan, organize, coordinate and evaluate Fire Company suppression and prevention activities.
- Administer medical aid.
- Work in confined spaces.
- Work at heights greater than 10 feet.

FIRE CAPTAIN

Page 4

- Represent the interests of the City in the community and at professional meetings as required.
- Gain cooperation through discussion and persuasion.
- Project consequences of proposed actions and implement recommendations in support of goals.
- Explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Work independently and as part of a team by establishing and maintaining effective working relationships.
- Make sound decisions within established guidelines under emergency and non-emergency situations.
- Analyze a complex issue; develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical fitness.

Skill to:

- Effectively supervise and receive supervision.
- Operate a telephone, radio, office computer, and a variety of word processing and software applications.
- Safely and effectively operate a variety of equipment, tools and vehicles used in the Fire Service.
- Demonstrate proficiency in the English language.

Salary Range: FSO/Captain Schedule

FLSA: Nonexempt

Employee Grp: Professional Fire Suppression Officers Group

Adopted: